



***SUPERIOR COURT OF CALIFORNIA
COUNTY OF SAN LUIS OBISPO***

**EMPLOYMENT OPPORTUNITY
COURT SENIOR ACCOUNT CLERK**

Salary Range: \$2506.40 - \$ 3047.20 plus benefits

Final Filing Date: 5:00 p.m., January 27, 2004

The Position:

Under direction, performs responsible accounting work for the Superior Court which involves knowledge of accounting procedures, computer programs, legal terminology and other related work as may be assigned.

Typical Tasks:

Duties may include but are not limited to: balancing daily clerk cash receipts, preparing daily bank deposit; posting and balancing spreadsheets; processing mail payments; assisting the public in person and by telephone; verifying, entering and retrieving information from automated and manual record-keeping systems; adhering to legal procedures regarding the collection of fees and fines; imputing and updating court case information; tracking case file locations; scheduling and vacating court dates; using various computer programs to assist with court fiscal processing work including spreadsheet programs; word processing; electronic cash registers; data base programs, e-mail applications and other automated systems as are required.

Desirable Qualifications:

Purchasing, A/P experience, experience with SAP or other standard accounting software.

Minimum Requirements:

One year of experience equivalent to a Court Account Clerk which would provide the required knowledge and abilities; or: two years filing and indexing legal documents with related experience that would provide knowledge of the methods and practices of financial record keeping.

Application and Selection Process:

A *San Luis Obispo Superior Court* application form must be completed to be considered for employment for this position. Resumes may be included but will not be accepted in lieu of the application form. Complete job description and application form are available at the San Luis Obispo Superior Court website at: www.sllocourts.net or you may call (805) 788-2929 to request an application packet.

The selection process will consist of a review and evaluation of the initial application documents. A screening process may be established to select the most highly qualified applicants. The most qualified applicants from that screening process will be invited to participate in an oral interview examination wherein their qualifications for this position will be reviewed in more detail. If you are selected to participate in the interview process you will automatically be contacted.

Please submit completed application to:

**San Luis Obispo Superior Court
Attn: Court Human Resources
1035 Palm Street, Room 385
San Luis Obispo, CA 93408**

NOTE: Application materials for this position must be received no later than 5:00 p.m. on the final filing date. Fax applications will not be accepted.

Equal Opportunity Employer

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